

6 SEP 1978

REFERENCE
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MEMORANDUM FOR: See Distribution List

FROM :
Senior DDA Focal Point Officer

SUBJECT : Preparation of Security Classification Guides
in Compliance With Executive Order 12065

REFERENCE : Memorandum From ADDA to UDA Office Directors and
Staff Chiefs; Subject: Planning for Implementation
of E.O. 12065, dated 1 September 1978

1. The purpose of this memorandum is to inform you of action taken thus far within the Agency to implement certain parts of Executive Order 12065, and to outline the part that you will play in the implementation.

2. On 26 July 1978 representatives of the Agency Directorates, the National Foreign Assessment Center, and the Office of General Counsel approved the Action Plan for DDA Assigned Tasks Associated With the Implementation of Executive Order 12065. Mr. Michael J. Malanick represented the DDA. Among other assignments, the Action Plan established a Task Force on Classification/Declassification/Mandatory Review, to develop security classification guides on these subjects as required by the Executive Order. All Directorates, the NFAC, OGC, IPS, OS, and RAB are represented on the Task Force, which is chaired by the Chief, Classification Review Group (CRG), ISAS/DDA. I represent the DDA as the Senior Focal Point Officer for classification and declassification.

3. The approved Action Plan also provides for use of the "system" previously established for the development and approval of Agency declassification guidelines. The "system" consisted of designating a Focal Point Officer (FPO) in each DDA component; the declassification guidelines were then developed in consultation with, and coordination through the component FPOs.

4. A memorandum from the ADDA initiating requirements in this Directorate was sent to all DDA Office Directors and Staff Chiefs on 1 September 1978. Transmitted with it was a 23 August 1978 memorandum from the ADDA to the two other Deputy Directors, the Director of NFAC, and the OGC which outlined, inter alia, the conceptual Task Force approach to the preparation of classification guides required by the Executive Order and its implementing directive, together with an initial draft Agency Classification Guide prepared by the Task Force (Tab A).

Note that Para. 3.a. of the 23 August memo and Para. 4 of the 1 September memo establish an Agency-wide target date of 18 September for response to this initial draft of the Agency Classification Guide. It is essential that your response be as thorough and complete as possible to avoid tighter deadlines in coordinating subsequent drafts of the Guide.

5. In drafting the Agency Classification Guide the Task Force was fully aware of the great diversity of subjects, geographic areas, and activities with which the Agency is concerned, as well as the varied problems and concerns of its individual components. Accordingly, it does not presume that the Guide is complete or that it fully represents the interests of all Agency components. Rather, it contains broad categories of information meriting classification, under which the individual components may list subcategories of information reflecting the requirements of the individual offices. The Guide format as presented is tentative and may be modified.

6. For each subcategory of information developed under each major category in the Guide the individual offices must determine the level of classification to be applied to each, and the duration of the classification. Any extension of classification beyond six years must be justified. For your information a suggested listing of such reasons is appended as Tab B.

7. In its final form the Agency Classification Guide will be part of an implementing regulation and will contain prefatory comments defining the authority to classify, the levels of classification, the basis for issuing Classification Guides, the limitations and prohibitions on classification, a statement on how, when, and why foreign government information will be treated differently, a statement on derivative classification, and perhaps other information.

8. As the FPO for your component you are requested to do the following:

a. Review the draft Agency Classification Guide (Tab A) to insure that the items therein provide for all categories of information that are subject to classification in your component. Bear in mind that the categories were deliberately prepared in general terms, to provide an umbrella under which the more specific subcategories of information for each office can be fitted.

b. If you feel that any category does not meet your needs, then propose additions.

c. Under each of the broad categories, list subcategories of information to be classified which will more specifically meet the needs of your component. It is necessary that such statements be as inclusive as possible and that they be concise, to avoid an unnecessarily lengthy or unwieldy Guide. For each subcategory also cite the level of classification to be applied to each, the duration of the classification, and the reason if the classification is extended beyond six years. Please follow the format shown in Tab C.

d. The categories of information in Tab A are unclassified. If any subcategory that you prepare merits classification indicate the level of classification at the end of each paragraph.

e. Review the suggested listing of reasons for extending classification in Tab B and provide comments and any changes you deem necessary.

f. Obtain at least the tentative approval of your component chief before submitting your subcategories and associated information.

g. Because of the time constraints and the extensive coordination that will be required, your total contribution outlined in this paragraph is requested by 18 September.

9. In approaching this task you should bear in mind that the Executive Order requires that the Guide be prepared in such a manner that it "will facilitate the identification and uniform classification of information"; the DCI and the Deputy Director for Administration will approve the final Agency Classification Guide; and that the Executive Order encourages challenges to original classification by any recipient of classified information.

10. If you have any questions or if I can be of help in any manner, please call me on [redacted] and we can arrange to get together individually or perhaps with a larger group. It is essential that your contribution be received by 18 September, as discussed above.



Attachments: a/s

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